



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Surplus Property Section, General Support Division Office of Administrative Services Department of Education 1050 Murphy Avenue, Atlanta, Georgia	Application Number 77-423	
Application Number		Date Received NOV - 7 1977	Date Completed NOV 10 1977
2. Person to Contact William D. Bennett		Working Title Administrator	Telephone Number 656-2681
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 210 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1962 Latest To Date		5. Records Series Title (followed by title used in office, if different) FEDERAL SURPLUS PROPERTY FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Surplus Property Section of the General Support Division is the Georgia agency for administering the Federal Property Assistance Program, acquiring, warehousing, and distributing federal government property that has been declared surplus. Under a new federal government program effective October 17, 1977, all state and municipal government agencies and private, non-profit health and educational agencies are eligible to qualify to receive said property at a nominal transfer cost, used to defray the operating costs of the administering agency.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the federal surplus property program in the state of Georgia. Included are: property receiving and distributing forms, financial forms and related correspondence. File is arranged: alphabetically by organization.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 250 ; Seven to twelve months old 100 ; Thirteen to twenty-four months old 50 ; twenty-five months and older 25 ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 50 ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>3</u> * years.	d. Audit period	<u>2</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>3</u> * years.
c. Federal law	<u>3</u> years.	f. Federal retention instructions	<u>0</u> years.

* Temporary State Plan of Operation- Georgia Agency for Federal Property Assistance.
Attach copy or excerpt of laws or regulations. Explain administrative need.

Three years except for longer periods on special property subject to restricted retention (presently aircraft and vessels), or in the event of compliance cases, one year after closure.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then, _____
- ☒ Hold in the current files area _____ month(s) 3 year(s) and 1 year after compliance case closure; then _____
- ☐ Transfer to local holding area, hold _____ year(s); then _____
- ☐ Transfer to State Records Center; hold _____ year(s); then _____
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11/4/77	Walker L. Baumgardner	11-4-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-8-77
		Secretary of State/Designee	11-7-77
		Attorney General/Designee	11-9-77